

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 3/16/05

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

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AGENDA ITEM WORDING: Approval of Purchase Service Order with URS to update and revise the Rates & Charges Study for the Key West International Airport.

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ITEM BACKGROUND: Federal Aviation Administration policy obliges Airports to revise Rates & Charges on a regular basis. The Florida Department of Transportation will provide 50% funding for the updated Rates & Charges Study, with an existing grant for Planning Studies.

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PREVIOUS RELEVANT BOCC ACTION: Approval of Rates & Charges for the Key West Airport, October 16, 2002.

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CONTRACT/AGREEMENT CHANGES: New agreement

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STAFF RECOMMENDATION: Approval

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TOTAL COST: \$34,540.00

BUDGETED: Yes

COST TO AIRPORT: \$17,270.00

SOURCE OF FUNDS: FDOT, Airport Operating

COST TO PFC: None

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing n/a

Risk Management n/a

AIRPORT DIRECTOR APPROVAL \_\_\_\_\_



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/bev  
APB



# MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

## CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: 2/15/05

Expiration Date: 2/14/06

Contract Purpose/Description: Update and revise Rates & Charges Study for the Key West International Airport

Contract Manager: Bevette Moore  
(name)

# 5195  
(Ext.)

Airports - Stop # 5  
(Department/ Stop)

for BOCC meeting on: 3/16/05

Agenda Deadline: 3/1/05

## CONTRACT COSTS

Total Dollar Value of Contract: 34,540.00

Current Year Portion: ~17,000.00

Budgeted? Yes

Account Codes: 404-63053-530490-GAKD50

Grant: FDOT

County Match: Airport Operating

## ADDITIONAL COSTS

Estimated Ongoing Costs: None  
(not included in dollar value above)

For: .

(eg. maintenance, utilities, janitorial, salaries, etc.)

## CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>2/28/05</u>	( ) (x)	<u>Peter Horton</u> Peter Horton	<u>2/28/05</u>
Risk Management	<u>   /   /   </u>	( ) ( )	<u>N/A per OMB</u> for Risk Management	<u>   /   /   </u>
O.M.B./Purchasing	<u>   /   /   </u>	( ) ( )	<u>N/A per OMB</u> for OMB	<u>   /   /   </u>
County Attorney	<u>   /   /   </u>	( ) ( )	<u>Pedro Mercado</u> County Attorney	<u>2/25/05</u>

Comments: \_\_\_\_\_

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## PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URSPurchase Service Order No. 04/05-12Re: PSA Agreement, Dated 1-1-02

Resolution No. \_\_\_\_\_

Project Name: Key West International Rates & Charges

Description of Services:

(See attached Scope of Services)

Multiple of Direct Salaries \_\_\_\_\_

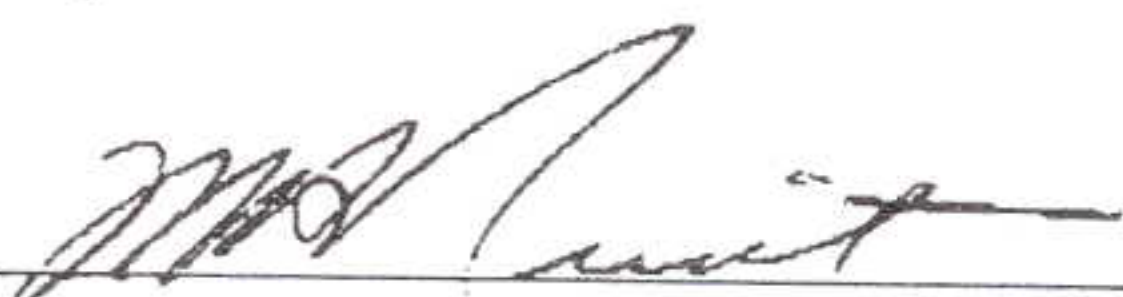
Lump Sum X

Reimbursable Expense \_\_\_\_\_

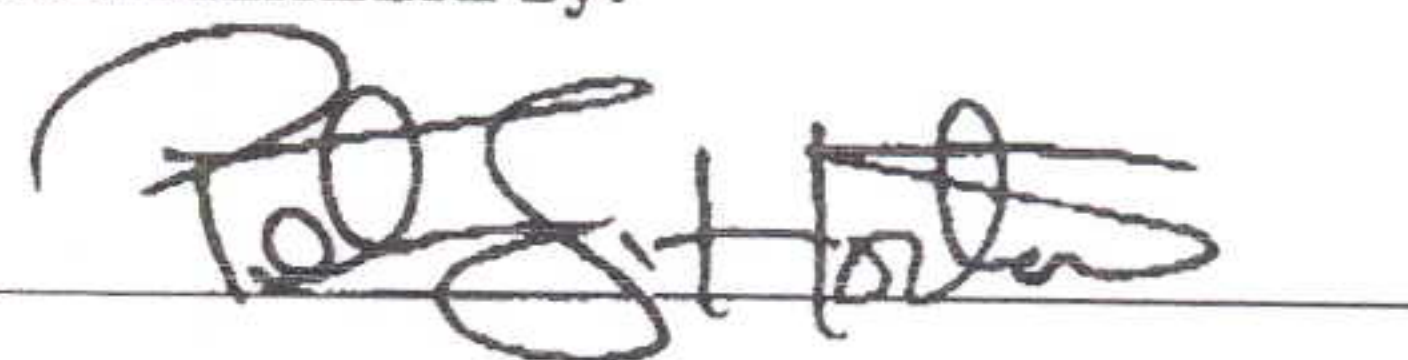
Days to Complete 2-15-05 to 2-14-06Fee this Service Order \$ 34,540.00

Payment for Services shall be in their entirety as per PSO.


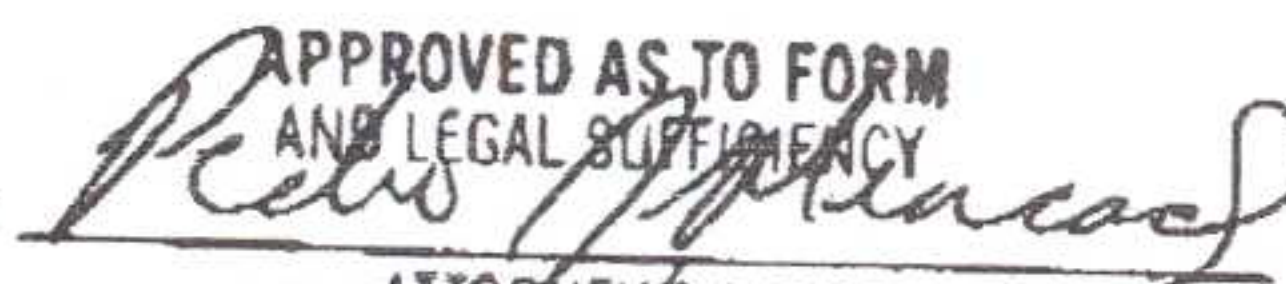
Prepared by:

  
Milford A. Reisert

Recommended by:

Date: 2-16-05Date: 2-18-05

Accepted by:

  
Carlos GarciaDate: 2/16/2005APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
ATTORNEY'S OFFICE  
Approved by: DATE 2/25/05

Date: \_\_\_\_\_



**MONROE COUNTY  
KEY WEST INTERNATIONAL AIRPORT  
RATES AND CHARGES UPDATE 2005  
SCOPE OF SERVICES**

**TASK I. UPDATE AND REVISE RATES AND CHARGES STUDY**

**This task will include the following:**

- I Revision of the rates and charges study previously prepared by Newton & Associates, Inc. and currently in effect at the Key West International Airport (as the same may have been adjusted for general price increases or security requirements). The revised study will reflect an update of the Key West International Airport Budget information from levels included in the existing calculation to those provided by the County for the Fiscal Year ending September 30, 2005. The written report and rate setting schedules will be revised accordingly.
- I This task will also include two draft revisions of the initial revised rates and charges study as a result of: (i) review and comment from Staff (received via written or telephon communication) on the initial draft revised rates and charges study, and (ii) review and comment from the airlines (received via written, telephone, or, via verbal communication during the airline presentation meeting which may be made pursuant to Task II, below) on the initial draft revised rates and charges study. **Any additional revisions requested by Staff or airlines will be outside of this scope of services and provided at Newton & Associates, Inc.'s current hourly fee schedule and actual out-of-pocket expenses.** Upon completion of the of the two draft revisions, Newton & Associates, Inc. will finalize and deliver nine (9) copies of the final revised rates and charges study.
- I Newton & Associates, Inc. will attend one working meeting with Staff to discuss the subject budget information and the ensuing rates and charges recalculation.
- I **ASSUMPTION:** The subject budget information for FY 2005 will be the latest available and provided in a form which is consistent with the form previously provided by the County and utilized by Newton & Associates, Inc. in the preparation of the study currently in effect.

**TASK II. INITIAL AIRLINE PRESENTATION**

**This task will include the following meetings:**

- I Newton & Associates, Inc. will attend a strategy meeting with Staff in preparation of the



**MONROE COUNTY  
KEY WEST INTERNATIONAL AIRPORT  
RATES AND CHARGES UPDATE 2005  
SCOPE OF SERVICES**

airline presentation meeting described below.

- I Newton & Associates, Inc. will attend an airline presentation meeting with the airlines which serve the Key West International Airport to present and discuss the revised rates and charges study for the Key West International Airport prepared under Task I, above.
- I **ASSUMPTION:** Staff strategy meeting and the airline presentation meeting will be scheduled over two consecutive days.

**TASK III. FOLLOW-UP AIRLINE PRESENTATION**

**This task will include the following meeting:**

- I Newton & Associates, Inc. will attend one follow-up airline meeting to present and discuss any revisions to the initial revised rates and charges study as a result of the initial presentation meeting made under Task II hereof.

**TASK IV. BOARD OF COUNTY COMMISSIONERS PRESENTATION**

**This task will include the following presentation:**

- I Newton & Associates, Inc. will make a presentation of the final revised Key West International Airport rates and charges study to the Monroe County Board of Commissioners.